



COMMONWEALTH of VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

9960 Mayland Drive, Suite 400, Richmond, VA 23233-1463

Telephone: (804) 367-8500

<http://www.dpor.virginia.gov>

JAY W. DeBOER
DIRECTOR

DEPUTY DIRECTORS:

MARK N. COURTNEY
Licensing & Regulation

NICK A. CHRISTNER
Compliance & Investigation

STEVEN L. ARTHUR
Administration & Finance

Virginia Real Estate Board

**Directions for Submitting Continuing Education and Post License
Education Course Applications Electronically**

The Virginia Real Estate Board only accepts "Continuing Education & Post License Education Course Approval Applications" (course applications) electronically. Course applications in PDF and Microsoft Word formats can be accessed at: http://www.dpor.virginia.gov/dporweb/reb_education_forms.cfm

The process for submitting a course application electronically to the Board is:

1. Fill out one course application completely and correctly. Make sure you: a) answer every question; b) place your correct e-mail address on the application; and, c) sign and date the application.
2. Compile one set of the "Required Attachments" as outlined on Page 3 of the course application. Make sure that you use a "blank spacer page" to label/separate each attachment.
3. Arrange the "Required Attachments" in number order behind the course application. This document is the course application you will e-mail to the Board.
4. Scan this document and convert it into a PDF-format document.
5. Name this document according to the name you provided for "CE Course Title" in Question 15 on the course application or according to the name you provided for "PLE Course Title" in Question 17 on the course application. If you are applying for a Limited Service Agency course, then name the document: "Limited Service Agency."
6. E-mail this PDF document to reschool@dpor.virginia.gov. In the e-mail "Subject" line, type your school name (an abbreviation will be fine, e.g., "VAR" for Virginia Association of Realtors), a hyphen and the name of the document. An example would be: "VAR - Ethics and Standards of Conduct."

Your course application will be reviewed. If it is complete and correct, the course will be added to the next Real Estate Board Education Committee Agenda, and an "Acknowledgement Letter" will be e-mailed to you. If your course application is incomplete or incorrect, it will be rejected, and I will explain the rejection reasons through a return e-mail. Feel free to contact me with any questions.

Kevin E. Hoeft
Education Administrator
Virginia Real Estate Board
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-2426 (Office)
kevin.hoeft@dpor.virginia.gov
www.dpor.virginia.gov